

Rules for Access to PJKK Roofs

Read and understand these Federal Roof Access Rules before signing.

1. Smoking is not allowed on any roof.
2. Only activities related directly to and authorized by GSA may be conducted on roofs.
3. No one less than eighteen (18) years of age is allowed on any roof.
4. Personal fall protection may be required and must be used when appropriate.
5. Throwing and dropping any object from the roof is prohibited.
6. Lifting or lowering objects from the edge of the roof is prohibited unless:
 - a. The work is performed by trained personnel using the proper lifting equipment
 - b. Fall protection measures are in place.
 - c. Ground safety measures are in place.
 - d. OSHA rules are being followed at all times.
 - e. GSA Maintenance Operators has been notified.
7. Sharp or pointed objects may not be placed directly on roof membrane. All equipment must be placed on pads or curbs and in such a way that damage to the roof membrane or roof components will not occur.
8. Loose objects that can blow off the roof may not be left unattended.
9. Tampering with any existing roof equipment is strictly prohibited.
10. Penetration through a roof membrane or roof component must be approved in advance by GSA Maintenance Operators.
11. Roof access doors must remain locked at all times.
12. Roof keys may not be loaned to another individual for any reason.
13. All equipment and materials no longer in use must be promptly removed from roof.
14. Utilize extreme care if you must access roof under wet and/or windy conditions.
15. Notify GSA Property Management and Maintenance of any damage immediately.
16. All stored equipment must be labeled with name and a contact number. Building Maintenance and Operations Personnel will review and may remove any equipment not labeled.
17. All equipment and materials placed on the roof must be secured to prevent roof abrasion and/or damage to other systems.

*****Escort Protocols*****

All personnel requesting access to the roof must be escorted by GSA personnel or maintenance and shown the proper evacuation procedure. Contractor's will not be issued a key, but must sign out in the Roof Access Log in the GSA Office (1-136) or GSA Maintenance Office (B-122).

Acknowledgment of Rules and Procedures

I, (print your name) _____, have read and agree to follow the above stated rules governing roof access. I understand that failure to follow these rules may result in the forfeiture of my privilege to access PJKK roofs. I also understand that approval for roof access may be granted only by GSA and Maintenance Operators and may be withdrawn at anytime. I further agree that, at the request of GSA Maintenance Operators, I will relinquish my roof access key and have my name removed from the list of approved personnel for roof access.

Signed _____ Date ____ / ____ / ____